

~~CONFIDENTIAL~~~~SECRET~~

FO-3242

## MEMORANDUM FOR: Heads of Career Services

SUBJECT: Reassignment of Personnel Returned from Projects

1. The hypothetical question has been raised as to the course of action to be followed if a situation should occur in which personnel transferred to special projects were released as surplus to the needs of such projects. This question has been discussed with the Deputy Director (Support) who has approved the process outlined below to be applied in the event such a situation should occur. We believe it may be of interest to you as a matter of information and possible usefulness in the future.

2. Reassignment of such surplus personnel would be handled as follows:

a. The parent operating component, with the approval of the Career Service concerned, will attempt to reassign returning personnel to positions comparable to the positions held prior to their transfer to the special project.

b. If the parent component cannot make such reassignments, the returning personnel will be referred to their respective Career Service for suitable reassignment in other components.

c. Reassignments will be accomplished even if they temporarily require double encumbrancy of positions and/or exceeding the ceiling limitation.

d. Any resulting ceiling excess will be resolved through attrition or other appropriate readjustments.

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Harrison G. Reynolds  
 Director of Personnel

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